



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 17, 2023

UNNUMBERED MEMORANDUM
Series 2023

RENDERING OVERTIME SERVICES

To: **MARY JANE R. OCHATE, ADAS III**
CHARITY O. BAGUIO, ADAS III

1. In the exigency of the service you are hereby requested to report to the Division Office on February 18, 2023 from 1:00 p.m. to 5:00 p.m to assist in the encoding of sports related data. You will directly report to EPS Johnnel A. Guangco, Division Sports Coordinator.
2. Per CSC and DBM Joint Circular No. 2 s. 2004 “Non- Monetary Remuneration for Overtime Services Rendered”, you will be given a corresponding Compensatory Time –Off of 1 day for the services rendered during weekends. . CS Form 48 (DTR) should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) for payroll preparation not later than March 1, 2023.
3. For information and guidance.


JEAN G. VELOSO
Schools Division Superintendent



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Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!